

Business Rules for the Synchronized Predeployment and Operational Tracker



1 Qtr. FY2008

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INTRODUCTION

The purpose of this document is to provide the reader a synopsis of the Synchronized Predeployment and Operational Tracker (SPOT) system, identify the business rules for SPOT, and highlight in figures contained throughout the document the necessary activities of the “actors” (the government authority, contractor company, geographic combatant command, and designated reception sites) in carrying out their responsibilities for implementation of SPOT.

This document facilitates implementation of SPOT as the joint database for contractor tracking and administrative accountability. SPOT provides a centralized tracking capability to enable functional oversight and control of the vast number of contractors who support U.S. Armed Forces in contingency operations. This document identifies required activities to implement SPOT and includes internal links to facilitate user navigation and understanding.


For additional information on contractor management and oversight initiatives go to <http://www.acq.osd.mil/log/PS/index.htm>.

SYSTEM DESCRIPTION

SPOT is a web-based system (see Figure 1 for an illustrative user interface screen) that facilitates the processing, monitoring, and control of contractor personnel movement through deployment generation, deployment, tracking within a contingency area, and redeployment. SPOT enables the validation of contractor personnel associated with specific contracts and subcontracts, their authorization and eligibility for access to specific DoD facilities, and their eligibility for specific government-furnished support (GFS), including transportation, housing, food, medical care, medical evacuation, and emergency evacuation coverage.

To access SPOT (or for information concerning training and helpdesk support) go to <https://spot.altess.army.mil>.

Figure 1. SPOT User Interface



[Home](#) | [Person](#) | [Contracts](#) | [Reports](#)

Home : View Person - Doe, John (Company Contractor Personnel)

Person Data

Full Name: Doe, John Email: test@bah.com Company: SAIC SSN: xxx-xx-3333 Date of Birth: 01/01/1970	Deployment Status: Not Deployed Gender: Male Citizenship: United States DMDC Verified: No CAC Expiration Date: Unknown
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[Edit Person](#)

Deployment Information

No previous deployments exist for this person
Deployment Actions

<div style="background-color: #e6f2ff; padding: 2px; border-bottom: 1px solid #0070c0;">Current Deployment</div> <p> Person Status: Active Arrived: Not yet arrived Actual Arrival Date: Not yet arrived Estimated Deployment: 01/01/2008 - 01/01/2009 Countries to be Visited: Afghanistan, Algeria Government Organization: TACOM PM/Branch: PM AMS PdM/Office: None selected Contract Number: W-1234-1234 Task Order: T-1234-1234 Deployment Purpose: Deployment Purpose </p> <div style="background-color: #e6f2ff; padding: 2px; border-bottom: 1px solid #0070c0;">Current Duty Station</div> <p> Location: Andkhvoy, 4F Arrival Date: Not yet arrived Operation: Katrina Hurricane Relief System Supported: </p> <div style="background-color: #e6f2ff; padding: 2px; border-bottom: 1px solid #0070c0;">Deployment Movements</div> <p>No Movements are available for this person 14 days prior to 14 days after the deployment dates.</p>	<div style="background-color: #e6f2ff; padding: 2px; border-bottom: 1px solid #0070c0;">Pre-Deployment</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">✓</td> <td>Create Deployment</td> <td style="text-align: center;">Complete</td> </tr> <tr> <td style="text-align: center;">✓</td> <td>Request LOA</td> <td style="text-align: center;">Request Pending</td> </tr> <tr> <td style="text-align: center;">✗</td> <td>Eligibility Requirements</td> <td style="text-align: center;">Incomplete</td> </tr> <tr> <td style="text-align: center;">✗</td> <td>Deployment Itinerary</td> <td style="text-align: center;">Incomplete</td> </tr> </table> <div style="background-color: #e6f2ff; padding: 2px; border-bottom: 1px solid #0070c0;">Deployment</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">✗</td> <td>In-Theater Arrival</td> <td style="text-align: center;">Incomplete</td> </tr> <tr> <td style="text-align: center;">✗</td> <td>Duty Station Check In</td> <td style="text-align: center;">Incomplete</td> </tr> </table> <div style="background-color: #e6f2ff; padding: 2px; border-bottom: 1px solid #0070c0;">Re-Deployment</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">✗</td> <td>Plan Re-Deployment</td> <td style="text-align: center;">Incomplete</td> </tr> <tr> <td style="text-align: center;">✗</td> <td>Closeout Deployment</td> <td style="text-align: center;">Incomplete</td> </tr> </table>	✓	Create Deployment	Complete	✓	Request LOA	Request Pending	✗	Eligibility Requirements	Incomplete	✗	Deployment Itinerary	Incomplete	✗	In-Theater Arrival	Incomplete	✗	Duty Station Check In	Incomplete	✗	Plan Re-Deployment	Incomplete	✗	Closeout Deployment	Incomplete
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✗	Closeout Deployment	Incomplete																							

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DOCUMENT ORGANIZATION

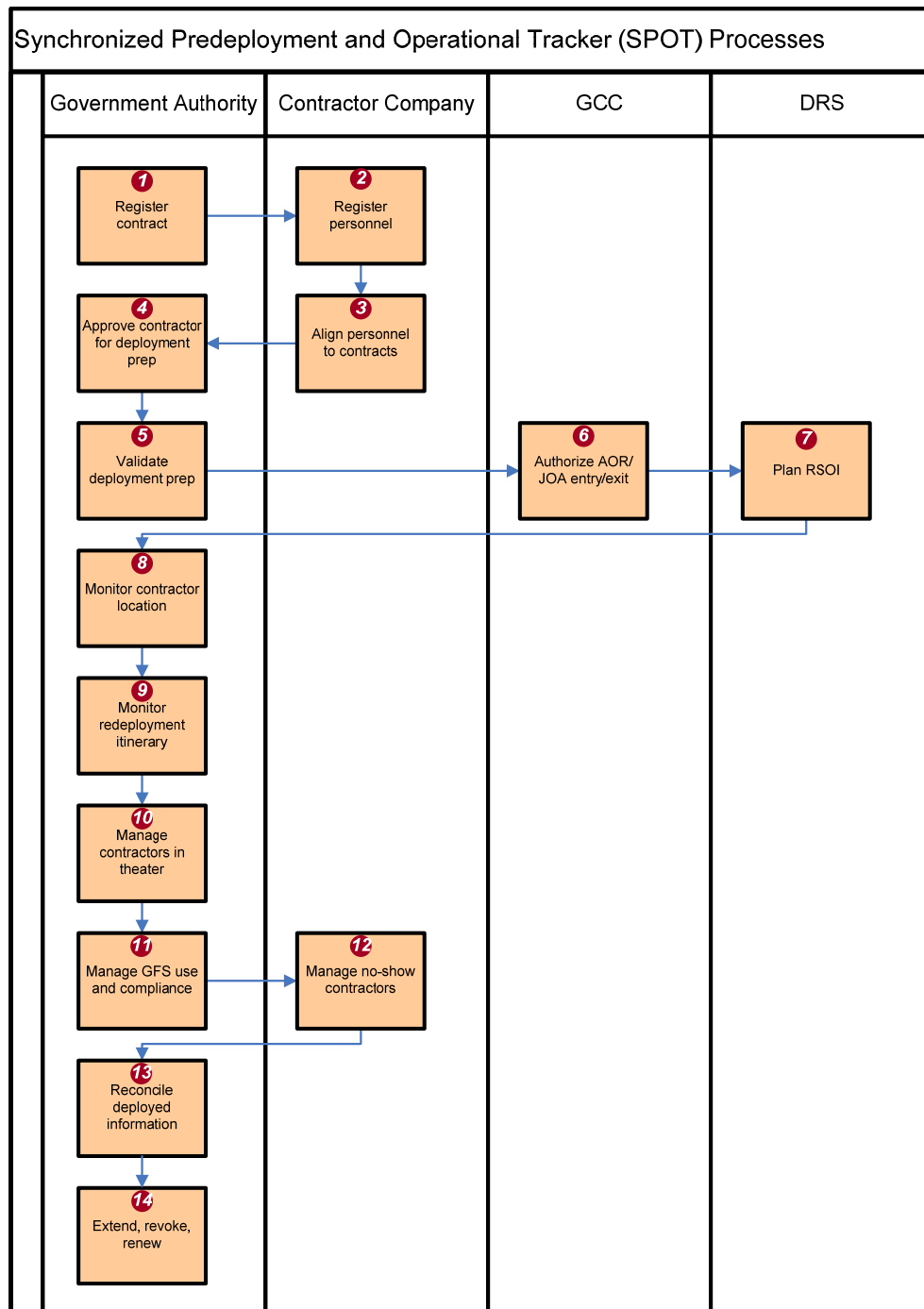
The remainder of this document is organized as follows:

- Page 4, *SPOT Processes*, identifies the SPOT processes that support the Contractor Management mission.
- Page 5, *SPOT Activities*, identifies activities and actors involved in implementing SPOT.
- Page 7, *Business Rules*, defines the activities each actor must accomplish to support SPOT implementation.
- Page 11, *Data Elements*, identifies data elements involved in each activity.
- Page 20, *SPOT Validation*, applies the SPOT activity flow to three different scenarios to illustrate utility and timeliness.
- Appendix A, *Notation*, defines the symbols used in SPOT diagrams.
- Appendix B, *Letter of Authorization*, illustrates the standard DoD format for LOAs.
- Appendix C, *Abbreviations*, provides a reference of acronyms used in the document.

SPOT PROCESSES

SPOT supports 14 Contractor Management processes. These processes are identified in Figure 2 by actor—government authority (GA), contractor company (CC), geographic combatant command (GCC), and designated reception site (DRS). A description of the symbols in this diagram is provided in Appendix A.

Figure 2. SPOT Processes That Support the Contractor Management Mission



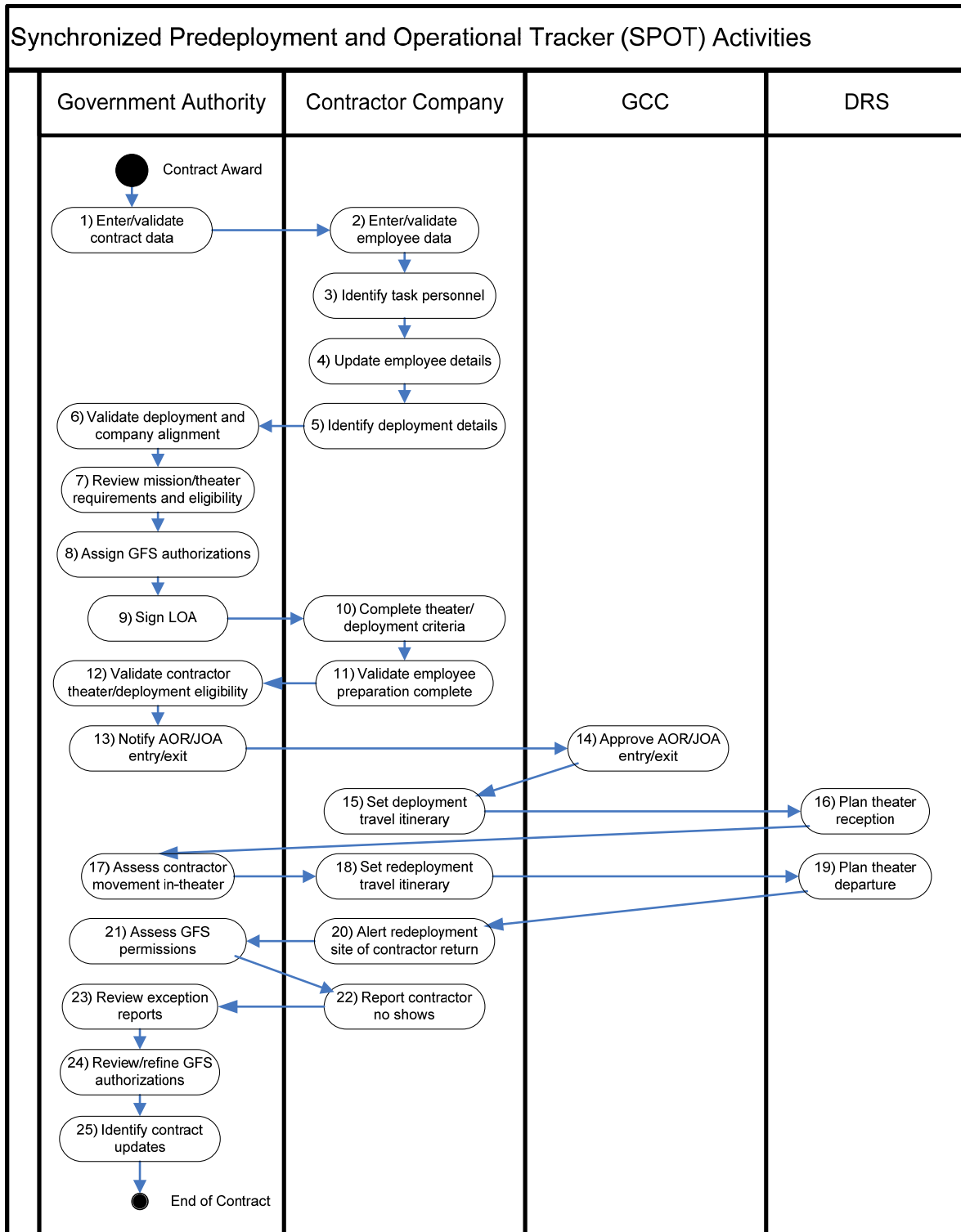
SPOT ACTIVITIES

Decomposing these 14 processes produces the following 25 SPOT activities:

1. Enter/validate contract data.
2. Enter/validate employee data.
3. Identify task personnel.
4. Update employee details.
5. Identify deployment details.
6. Validate deployment and company alignment.
7. Review mission or theater requirements and eligibility.
8. Assign GFS authorizations.
9. Sign letter of authorization (LOA).
10. Complete theater and mission deployment criteria.
11. Validate employee preparation is complete.
12. Validate contractor theater/deployment eligibility.
13. Notify area of responsibility or joint operations area (AOR/JOA) of entry or exit request.
14. Approve AOR/JOA entry or exit request.
15. Set deployment travel itinerary.
16. Plan theater reception.
17. Assess contractor movement in-theater.
18. Set redeployment travel itinerary.
19. Plan theater departure.
20. Alert redeployment site of contractor return.
21. Assess GFS permissions and theater requirements.
22. Report contractor no shows.
23. Review exception reports.
24. Review or refine GFS authorizations.
25. Identify contract updates.

Figure 3 illustrates the activity flow and activity owners responsible for executing each SPOT activity. The symbols in the diagram below are defined in Appendix A.

Figure 3. SPOT Activity Flow



BUSINESS RULES

The business rules, which are listed by each actor below, include the maximum ceiling timelines for accomplishing each SPOT activity; however, activities should be accomplished coincident to personnel deployment. *When contractors deploy faster than the timelines noted, activities should track with the accelerated movement of the individuals.* The activity flow and timelines are flexible enough to accommodate various circumstances.

Government Authority

The cognizant government authority (GA) refers to U.S. federal entities responsible for managing contingency contracts and their contractor personnel. The GA makes decisions on behalf of the federal government and ensures contract compliance to facilitate effective management of contractors. The government authority is most likely a military department or Service (e.g., Air Force, Army, Navy), or perhaps a functional Combatant Command (e.g., TRANSCOM); however, additional GAs could be non-DoD departments (e.g., Department of State, USAID, Department of Homeland Security).

GAs are both providers and consumers of the information maintained in or accessed by SPOT. GAs will perform the following activities in support of SPOT and the DoD Contractor Management mission.

Pre-Contract Registration Activities

- Assign an individual, trained on SPOT, to oversee contract execution.
- Establish contingency readiness centers, or an alternate, to train deploying personnel, process predeployment checklists, and provide organizational clothing and individual equipment (OCIE). This activity may be contracted out, but the responsibility for defining, executing, and updating training and predeployment requirements remains with the GA.
- Ensure deployment criteria, including the use of SPOT, are incorporated into contract requirements.

Government Authority SPOT Activities

- Enter data into or validate contract data in SPOT—within 5 working days of contract award. [Activity 1]
- Validate alignment of deployment and company data to ensure deployment information provided by the contractor company satisfies deployment-related contract requirements, and coordinate updates with the contractor company—within 5 working days after deployment details are identified. [Activity 6]
- Review mission and theater requirements and eligibility and assign government-furnished support authorizations—within 5 working days after company and deployment data is validated. [Activities 7 and 8]

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- Contracting officer, or the designee, digitally signs the letter of authorization to approve contract deployment preparation—within 5 working days of assigning GFS permissions. [Activity 9]
 - Validate contractor completion of deployment preparations and eligibility—within 5 days of completing pre-deployment preparation/training. [Activity 12]
 - Notify AOR/JOA of entry or exit request—within 5 days of validating completion of deployment preparations. [Activity 13]
 - Assess contractor in-theater movement—as required. [Activity 17]
 - Assess GFS permissions—as required. [Activity 21]
 - Review exception reports—as required. [Activity 23]
 - Review and refine GFS authorizations—as required. [Activity 24]
 - Identify changes or corrections to update contracts (e.g., if duty location or GFS permission changes are required for follow-on, modified, or extended contracts)—as required. [Activity 25]

Contractor Company

Contractor companies (CCs) include entities hired by U.S. federal organizations to provide known or potential contingency contractor personnel. CCs provide information into SPOT that assists the GA.

CCs do not use data directly from SPOT, but they are beneficiaries of it. SPOT improves the management of contingency contractor personnel to ensure timely and accurate access to government-furnished support from predeployment to redeployment. CCs must perform the following contract-mandated activities in support of SPOT and the DoD Contractor Management mission.

Pre-Contract Registration Activity

- Assign a company administrator who is trained on SPOT to act on behalf of the CC and ensure timely, accurate inputs and maintenance of information in SPOT.

Contractor Company SPOT Activities

- Enter or validate in SPOT employee data for potential “deployees”—within 5 days of notification of contract registration. [Activity 2]
- Identify contractor personnel selected to deploy in support of the contract—within 5 days of assignment as contingency contractor. [Activity 3]
- Update employee details in SPOT—as required. [Activity 4]

-
- Identify deployment details—within 5 days of notice of decision to deploy. [Activity 5]
 - Respond to GA inquiries and update personnel and contract data to finalize alignment of personnel to deployments—as required. [pertains to Activity 6]
 - Perform training and complete theater or deployment requirements—upon approval of LOA. [Activity 10]
 - Validate employee preparation upon completion. [Activity 11]
 - Set the deployment or redeployment travel itinerary—30 days prior to scheduled arrival or departure. [Activities 15 and 18]
 - Alert training deployment center of redeployment—30 days prior of scheduled arrival. [Activity 20]
 - Report contractor no shows—within 72 hours. [Activity 22]

Geographic Combatant Commands

DoD Joint Publication 1¹ identifies Combatant Commands as either geographic or functional. Geographic Combatant Commands (GCCs) include U.S. Central Command (CENTCOM), European Command (EUCOM), Pacific Command (PACOM), Southern Command (SOUTHCOM), Northern Command (NORTHCOM), and Africa Command (AFRICOM). GCCs have geographic authority to approve contractor entry, establish deployment requirements, and provide GFS to contract personnel as authorized.

GCCs provide and consume SPOT information.

Pre-Contract Registration Activities

- Assign individuals who are trained on SPOT to input and review entries in SPOT.
- Ensure integrity of data in SPOT when used in theater.
- Identify and revise theater entrance requirements.

Geographic Combatant Command SPOT Activities

- Approve AOR and JOA entry or exit requests—within 5 days of request from GA. [Activity 14]

¹ *Doctrine for the Armed Forces of the United States*, Joint Publication 1, 14 May 2007.

Designated Reception Sites

A designated reception site (DRS) is the organization responsible for the reception, staging, and onward movement of contractors deploying during a contingency. This organization may or may not be a responsible agent of the GCC, a GA, or a CC. The DRS, as used here, includes assigned joint reception centers (JRCs) and “other designated reception sites.”

DRSs use SPOT data to plan reception resources and activities.

Pre-Contract Registration Activities

- Assign a designated individual who is trained on SPOT to monitor travel itineraries and plan appropriate reception activities.
- Advise GCC, CC, or GA of changes to specific JOA entrance requirements and GFS permissions, as required.

Designated Reception Site SPOT Activities

- Plan RSOI (reception, staging, onward movement, and integration) activities for deployment personnel based on contractor deployment and redeployment itineraries—as required. [Activities 16 and 19]

DATA ELEMENTS

Execution of the SPOT activity flow requires an actor to interface with the SPOT system. The required data inputs are listed below in conjunction with the activity number illustrated in the SPOT activity flow diagram (Figure 3).² The appropriate actors are identified for each activity.

All identified data elements are mandatory, although some data elements are extracted from other authoritative data sources or previous SPOT entries and may only need to be validated. Information should be populated in SPOT as soon as it is known; however, deployment and contract specifics may determine when data is known or available.³

Users should populate data elements to coincide with contractor movement for each activity, but no later than the timelines identified for each activity in the previous section.

Activity #1. Government Authority: Enter/validate contract data

- a. **Contract Number**
- b. **Task Order** (or re-enter contract # if there is no task order)
- c. **Period of Performance** (start, end)
- d. Summary of Services (text description of requirement)
- e. Fund Cite (for military airlift)
- f. **Contract Agency**
- g. **Contracting Officer (KO)/Contracting Office Representative (COR) POC 24/7**
- h. KO/COR POC Home Phone
- i. COR Mobile Phone
- j. COR Office Phone
- k. COR Office Extension
- l. KO/COR POC Email
- m. **Emergency Company POC**
- n. Emergency Company Phone
- o. Emergency Company Email

² Not all activities require user input.

³ Items identified in **bold** are fields required in SPOT; the user cannot move forward with SPOT data entry until these fields are populated. Items in *italics* are additional fields required to generate an LOA. The standard format approved for DoD LOAs is provided in Appendix B.

Activity #2. Contractor Company: Enter/validate employee data

- a. First Name**
- b. Last Name**
- c. MI
- d. Suffix
- e. SSN, Foreign Identification Number (FIN), or Foreign National Indicator**
- f. Citizenship**
- g. Gender**
- h. Date of Birth**
- i. Place of Birth*
- j. Home Address*
- k. Home City*
- l. Home Postal Code*
- m. Office Phone
- n. Home Phone*
- o. Common Access Card (CAC) Expiration Date
- p. Primary Email**
- q. Passport #*
- r. Passport Exp Date*
- s. Passport Country*
- t. NOK Name*
- u. NOK Phone*
- v. NOK Address
- w. NOK Language*
- x. NOK relationship*
- y. Alt NOK Nearest Duty Station
- z. Security Clearance Level*

aa. Security Clear Issuing Agent

bb. Security Clear Expiration Date

cc. Office Commercial Phone

dd. Personnel Category (Ktr [contractor], Civ [civilian], Mil [military])

ee. DMDC EDIPI

ff. DMDC Verify Date

gg. SPOT Person Code

Activity #3. Contractor Company: Identify task personnel

a. Deployment Contract Number

b. Contract Task Order

c. GS Equivalency

d. Company POC

e. Company POC Email

f. Company POC Phone Home

g. Company POC Phone Office

h. Company POC Phone Extension

i. Company POC Mobile Phone

Activity #4. Contractor Company: Update employee details

a. Visa #

b. Visa Expiration Date

c. Visa Country

d. Visa Sponsor

e. DD 93

f. DD 2764

g. TA-50

h. Added to Unit TPFDD

-
- i. DNA
 - j. Dental Panograph
 - k. Blood type**
 - l. OCIE Issued
 - m. Two Sets of Dog Tags
 - n. Weapon Authorization
 - o. Country Clearance Received
 - p. Country Clearance Received Date**
 - q. Theater Clearance Received
 - r. Theater Clearance Received Date**
 - s. CRC/SRP/FDC Date
 - t. CRC/SRP/FDC Location
 - u. Personnel Recovery Training
 - v. ISO PREP Form

Activity #5. Contractor Company: Identify deployment details

- a. Deployment Start Date**
- b. Deployment End Date**
- c. Deployment Country**
- d. Primary Duty Station**
- e. Operation**
- f. System Supported
- g. Job Title**
- h. Deployment Purpose**
- i. Person In Theater Email
- j. Agency/Service
- k. Primary Government Organization*

-
- l. PM/PdM - Office/Branch
 - m. Authorizing Government POC*
 - n. Authorizing Government POC Phone Home
 - o. Authorizing Government POC Phone Office
 - p. Authorizing Government POC Phone Office Extension
 - q. Authorizing Government POC Phone Mobile
 - r. Emergency Government POC Email
 - s. Home Station
 - t. Emergency Government POC
 - u. In Theater Government POC Phone Home
 - v. In Theater Government POC Phone Office
 - w. In Theater Government POC Phone Office Extension
 - x. In Theater Government POC Phone Mobile
 - y. In Theater Government POC Email
 - z. Actual Arrival Date**

Activity #6. Government Authority: Validate deployment and company alignment—Visual review, no data elements input

Activity #7. Government Authority: Review mission/theater requirements and eligibility—Visual review, no data elements input

Activity #8. Government Authority: Assign GFS authorizations—Potential authorizations include medical privileges, messing, commissary, CAC, military clothing

Activity #9. Government Authority: Sign LOA (refer to Appendix B for data elements included in the print out)

- a. Government Agency Supporting Mission**
- b. Deployment Period Start**
- c. Deployment Period End**
- d. Email**

-
- e. Job Title**
 - f. Contract Number/Task Order**
 - g. Countries to be Visited**
 - h. Purpose**
 - i. Government Agency POC*
 - j. Government Agency POC Phone*
 - k. Government Agency POC Email*
 - l. Company POC*
 - m. Company POC Telephone*
 - n. Company POC Email*
 - o. In-theater Contact*
 - p. Contact's Phone*
 - q. Contact's Email*
 - r. GA digital signature of LOA*
 - s. Date of Request**
 - t. Name (Last, First, Middle Initial)**
 - u. SSN**
 - v. Date of Birth**
 - w. Citizenship**
 - x. Passport#/Expiration**
 - y. Clearance Level w/Agency**
 - z. Clearance Date (mm/dd/yyyy)**
 - aa. Supervisor/Manager (Y/N)**
 - bb. Company (full name)**
 - cc. Contract Period Start**
 - dd. Contract Period End**
 - ee. Contract Issuing Agency**

ff. Fund Cite with Billing Address (contract fund cite, government office fund cite, bill company)

gg. GFS

Activity #10. Contractor Company: Complete theater and mission deployment criteria—
Visual review, no data elements input

Activity #11. Contractor Company: Validate employee preparation is complete—Update
employee details

Activity #12. Government Authority: Validate contractor theater/deployment eligibility—
Visual review, no data elements input

Activity #13. Government Authority: Notify AOR/JOA of entry/exit request—GA request
(country and theater clearance)

Activity #14. Geographic Combatant Command: Approve AOR/JOA entry/exit request—
Approval (country and theater clearance)

Activity #15. Contractor Company: Set deployment travel itinerary

a. Mode of Transportation

b. Country of Arrival

c. Carrier

d. Flight Number

e. Arrival Date

f. Arrival Time

g. Arrival Port

Activity #16. Designated Reception Site: Plan theater reception—Visual review, no data
elements input

Activity #17. Government Authority: Assess contractor movement in theater—Visual review, no data elements input

JAMMS/DBIDS movements captured by contractor movement and accessed by SPOT:

- a. Location (city)
- b. Date/Time Stamp
- c. Movement Type (entering/leaving)

Activity #18. Contractor Company: Set redeployment travel itinerary

- a. Mode of Transportation
- b. Anticipated Departure Date
- c. Actual Departure Date

Activity #19. Designated Reception Site: Plan theater departure—Visual review, no data elements input

Information from travel itinerary accessed from previous activity:

- a. Mode of Transportation**
- b. Anticipated Departure Date**
- c. Actual Departure Date

Activity #20. Contractor Company: Alert redeployment site of contractor return

Data captured at CRC:

- a. Returned OCIE
- b. Medical Screening

Activity #21. Government Authority: Assess GFS permissions and theater requirements—Visual review, no data elements input

Activity #22. Contractor Company: Report contractor no shows—Visual review, no data elements input

Activity #23. Government Authority: Review exception reports—Visual review, no data elements input

Activity #24. Government Authority: Review or refine GFS authorizations—If contract modifications affect the contractors' LOAs, GA revokes the original LOA in SPOT and issues a new LOA

Activity #25. Government Authority: Identify contract updates—As contracts are updated which affect change to the LOA, GA revokes the LOA and issues a new LOA

SPOT PROCESS MAP VALIDATION

Three potential deployment scenarios with different timelines were developed to validate how the SPOT process accommodates the necessary, and timely, contract and deployment situations, from contract award (activity start) to the issue of a signed LOA (activity 9):

- Scenario 1: U.S. national contractors deploying from the continental United States (CONUS) via a contract vehicle initiated to support a known contingency
- Scenario 2: U.S. national contractors deploying from CONUS via a contract vehicle with a delayed or event-driven requirement that initiates deployment or to an ad hoc contingency
- Scenario 3: Local national contractor in the theater or country of “deployment.”

In all cases, it was assumed contractors will be supporting a contingency on a contract of more the \$25,000 for more than 30 days;⁴ therefore, actors must enter data into SPOT. Because the timelines of concern were from contract award through issue of an LOA, all scenarios follow the flow from activity 1 (Enter/validate contract data) through activity 9 (Sign LOA).

Scenario 1

In scenario 1 (see Figure 4), U.S. national contractors are deploying from CONUS on a contract vehicle initiated to support a known contingency at the time of contract award. The activity flow for scenario 1, which is outlined below, identifies the ceiling timeframes required to complete SPOT activities. Activities 1 through 9 should be completed in conjunction with the movement and processing of deploying personnel, but no later than the maximum ceiling timelines identified in the business rules.

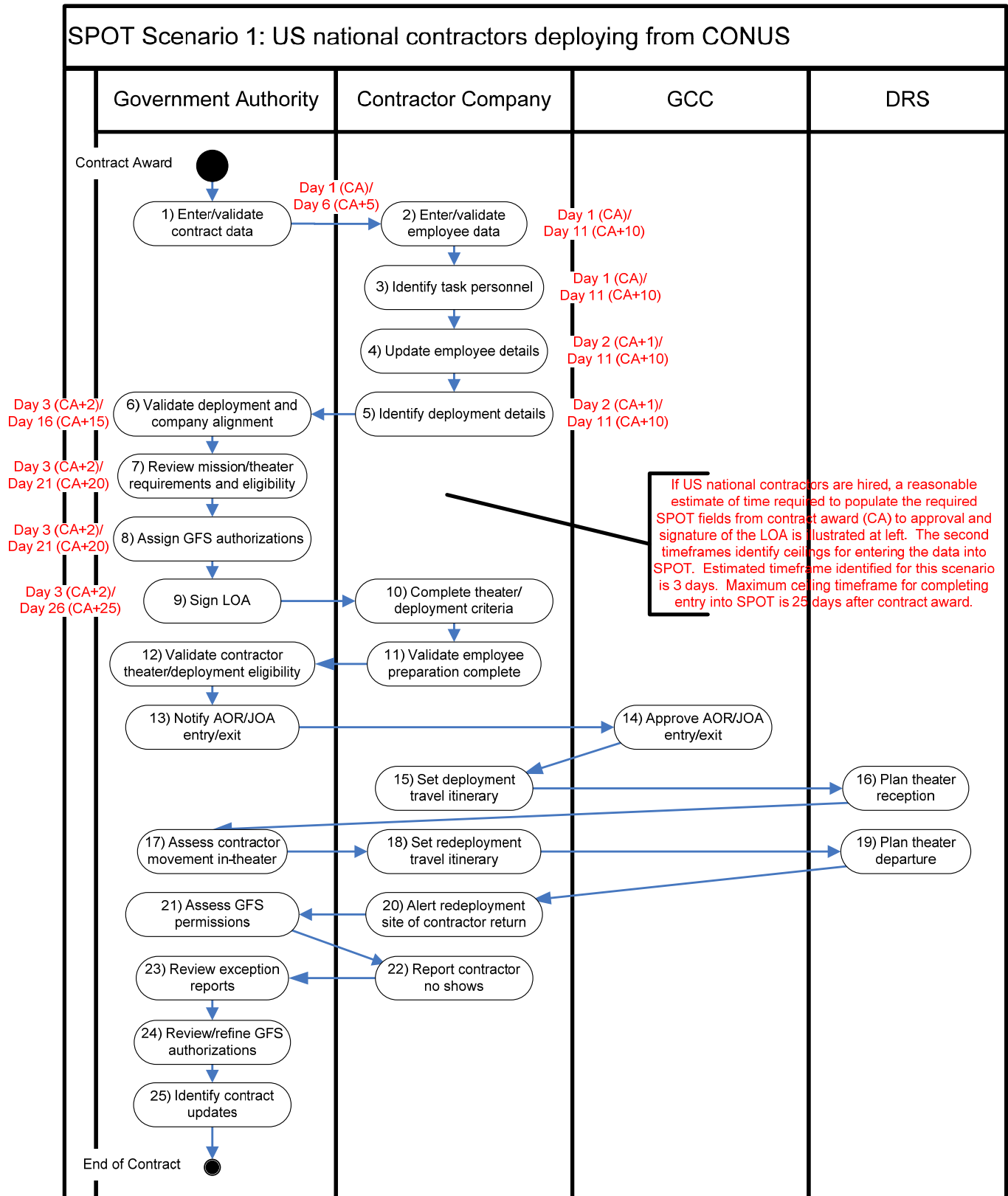
1. GA enters/validates contract data in SPOT within 5 working days of contract award.
2. CC enters/validates employee data for initial deployees into SPOT within 5 days of notification of contract registration.
3. CC identifies, within 5 days of assigning personnel to support a contingency, contractor personnel selected to deploy in support of the contract. If key personnel are identified, assignment of some contingency contractors occurs at contract award, but identification of initial contingency contractors is required based on notification of contract registration for initial deployees.
4. CC updates employee details in SPOT as required. Current information will be maintained within 5 days of any changes. Although there may be changes to contract details at any point, the initial data entry for deployees must be completed as task personnel are identified and as deployment details are input.

⁴ In accordance with the DPAP SPOT Implementation Class Deviation 2007-O0010, 17 October 2007.

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5. CC identifies deployment details within 5 days of notice of decision to deploy. In this scenario, no additional task order is required, and the deployment decision is made at the time the contract is awarded.⁵
 6. GA validates alignment of deployment and company data to ensure deployment information provided by the CC satisfies deployment contract requirements. GA coordinates updates with CC within 5 working days after deployment details identified. CC responds to GA inquiries as required, and updates personnel and contract data to finalize the alignment of personnel to deployments.
 7. GA reviews mission and theater requirements and eligibility within 5 working days after company and deployment data are validated.
 8. GA assigns GFS authorizations within 5 working days after company and deployment data are validated.
 9. GA contracting officer, or designee, digitally signs the LOA to approve contract deployment preparation within 5 working days of assigning GFS permissions.

⁵ See scenario 2 if additional personnel must be deployed.

Figure 4. SPOT Activity Flow for Scenario 1



Scenario 2

In scenario 2 (see Figure 5), U.S. national contractors are deploying from CONUS on a contract vehicle that was initiated to support an unknown contingency or a known contingency at a time that was unknown when the contract was awarded. The activity flow for scenario 2, outlined below, identifies the ceiling timeframes required to complete SPOT activities. Completing activities 1 (Enter/validate contract data) through 9 (Sign LOA) should require only 3 days; however, the delay between contract award and initiation of the decision to deploy may be delayed as long as the contract is in effect. ***Regardless of the lag time from contract award to deployment decision, completion of SPOT activities should be completed in accordance with the movement and processing of deploying personnel.***

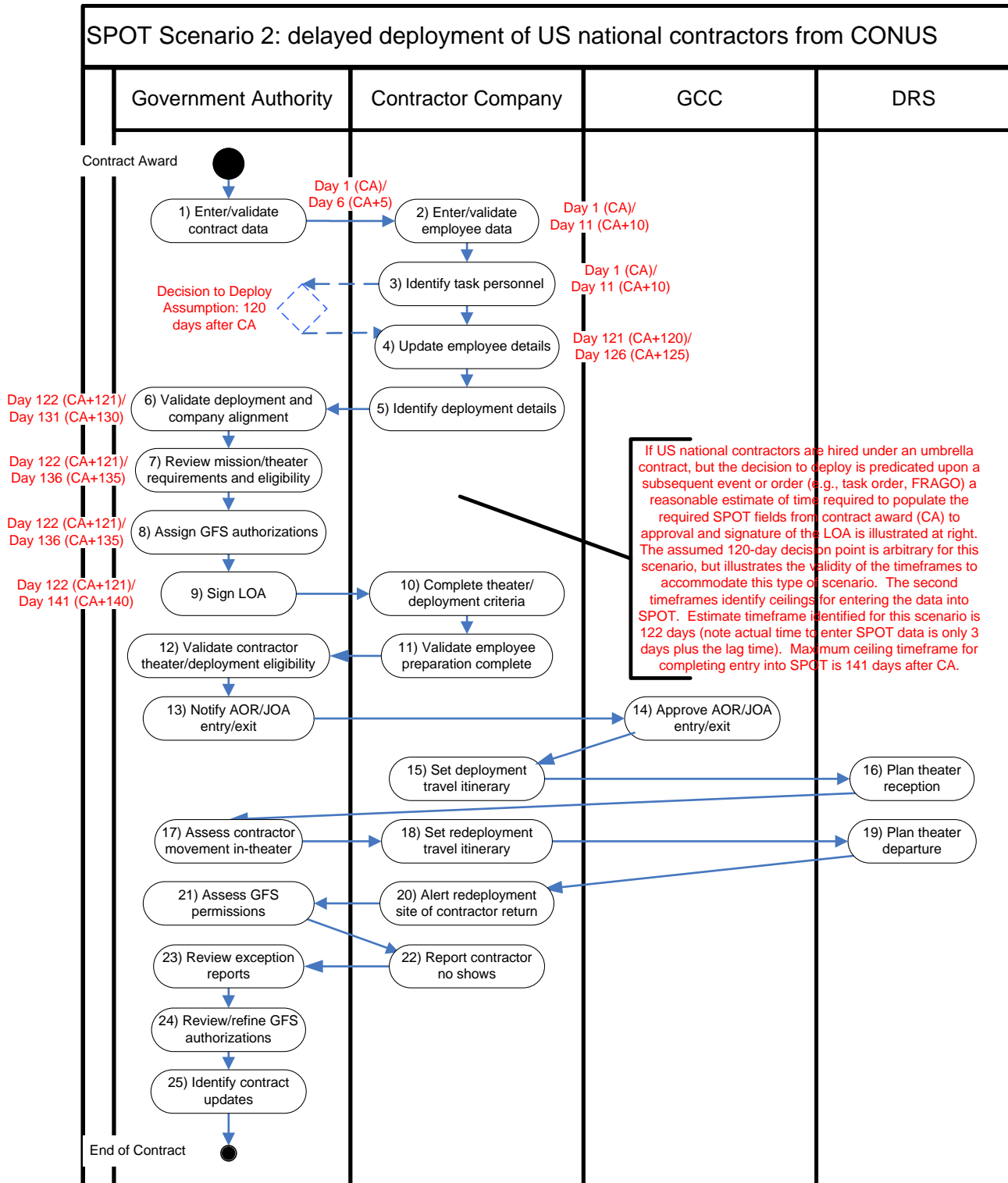
1. GA enters/validates contract data in SPOT within 5 working days of contract award.
2. CC enters/validates employee data for deployees into SPOT within 5 days of notification of contract registration.
3. CC identifies, within 5 days of assigning personnel to support a contingency, contractor personnel selected to deploy in support of the contract. Based on the lag time (arbitrarily selected for this scenario as 120 days after contract award) between initial identification of contingency contractors and the decision to deploy, additional or replacement contractors may need to be identified in the next activity.
4. CC updates employee details in SPOT as required. Current information will be maintained within 5 days of any changes. This step is essential for CONUS-based personnel “on call” to deploy, based on the short notice anticipated when the decision to deploy event occurs.
5. CC identifies deployment details within 5 days of notice of decision to deploy. In this scenario, a task order or other event-driven activity initiates the deployment decision. Timely completion of this SPOT activity in accordance with the drivers of the deployment will ensure timely completion of SPOT activities to reflect movement/processing of deployees.

Activities 6–9 should be completed in a timely manner to facilitate the required deployment schedule of deployees based on drivers of the deployment decision.

6. GA validates alignment of deployment and company data to ensure deployment information provided by the CC satisfies deployment contract requirements. GA coordinates updates with CC within 5 working days after deployment details identified. CC responds to GA inquiries as required, and updates personnel and contract data to finalize alignment of personnel to deployments.
7. GA reviews mission and theater requirements and eligibility within 5 working days after company and deployment data validated.
8. GA assigns GFS authorizations within 5 working days after company and deployment data validated.

9. GA contracting officer, or designee, digitally signs the LOA to approve contract deployment preparation within 5 working days of assigning GFS permissions.

Figure 5. SPOT Activity Flow for Scenario 2

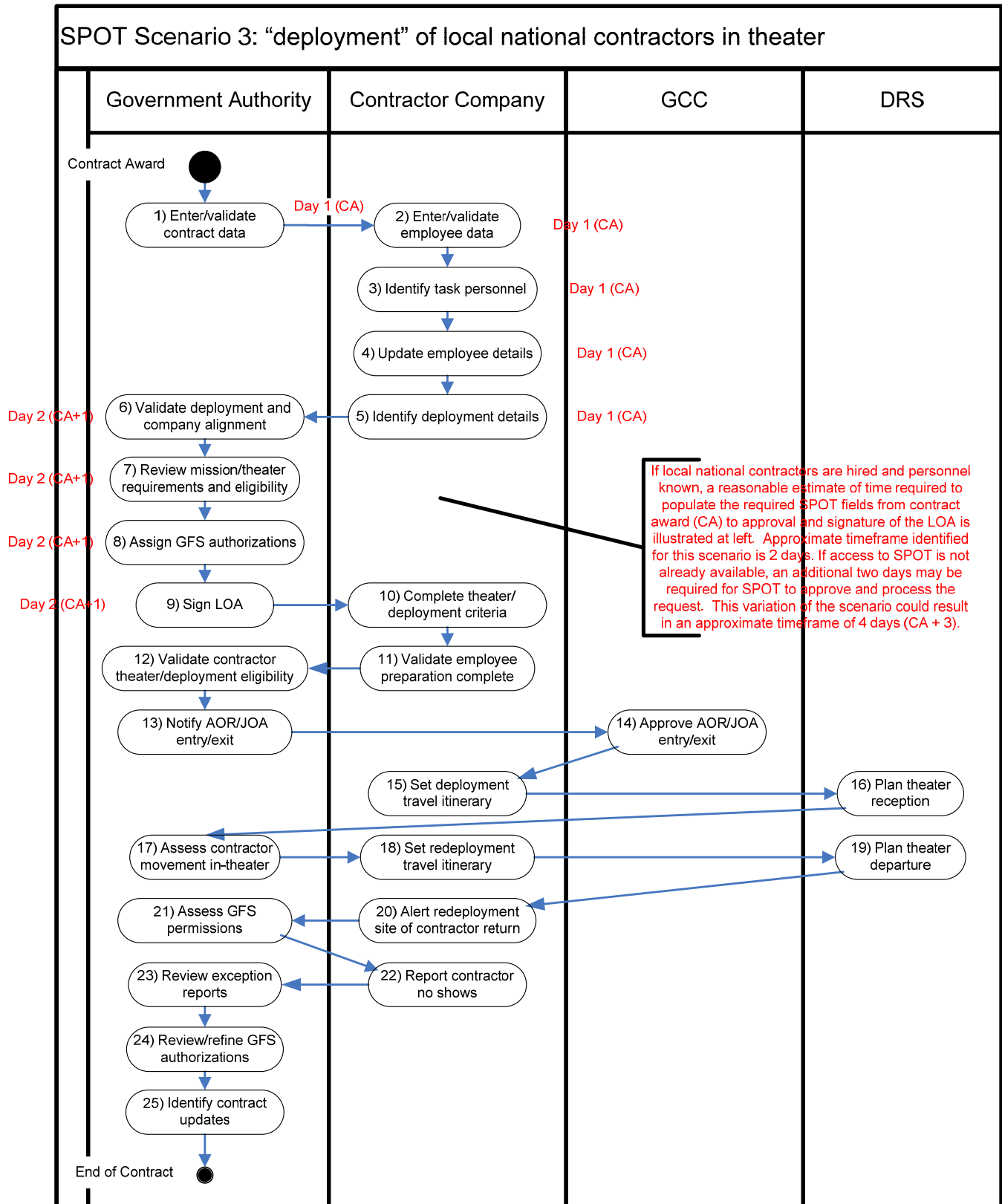


Scenario 3

In scenario 3 (see Figure 6), local national contractors are “deployed” in theater or in country on a contract vehicle initiated to support a contingency that was known at the time of contract award. This may or may not require movement or transportation of contractors to the point where services will be rendered. The activity flow for scenario 3, outlined below, illustrates the potential timeframes required to complete SPOT activities in response to urgent theater contract support. That is, completing activities 1 (Enter/validate contract data) through 9 (Sign LOA) could reasonably be completed in 2 to 4 days, depending on whether SPOT access, approval, and processing is already available.

1. GA enters/validates contract data in SPOT the day the contract is awarded.
2. CC enters/validates local national employee data into SPOT the day of contract award.
3. CC identifies contractor personnel selected to support the contingency contract the day of contract award.
4. CC updates employee details in SPOT as required. Current information will be maintained within 5 days of any changes. Initial data entry for employee details could reasonably be entered the day of contract award.
5. CC identifies deployment details the day of contract award.
6. GA validates the alignment of deployment and company data to ensure deployment information provided by the CC satisfies deployment contract requirements. This activity along with activities 7–9, could reasonably be accomplished by one GA representative in a single day. One day was added from the preceding activities (activities 1–5) to accommodate large contracts of personnel or coordination of CC completion of activities to the GA for completion of activities 6–9.
7. GA reviews mission and theater requirements and eligibility the day after contract award.
8. GA assigns GFS authorizations the day after contract award.
9. GA contracting officer, or designee, digitally signs the LOA the day after contract award. Many of the follow-on SPOT activities may not be required for all local nationals; however, those activities should be reviewed for potential applicability and not be dismissed without proper consideration. Contractor movement and corresponding SPOT activities (e.g., 12–16, 18–20) may be required based on contract requirements and services provided. Even if contract movement is not required, monitoring contractor use of GFS may be desired or required (activity 17).

Figure 6. SPOT Activity Flow for Scenario 3



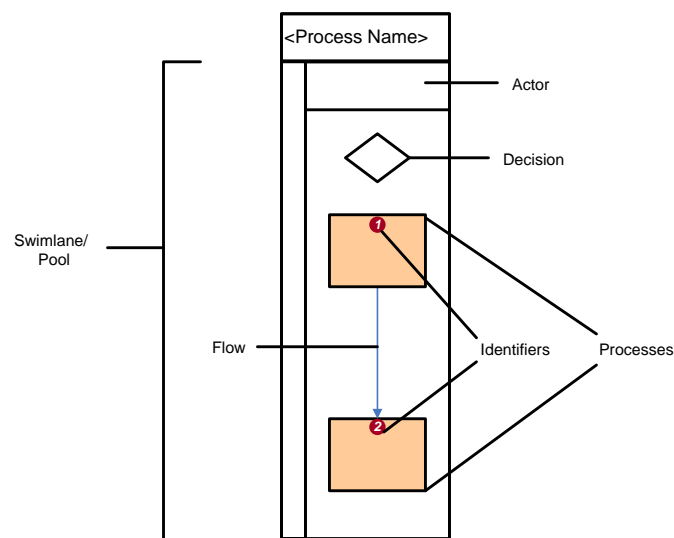
APPENDIX A. NOTATION

This document incorporates Unified Modeling Language (UML) notation. The process diagrams define higher level functions and activity diagrams illustrate lower level actions by actors. The primary components of each diagram are illustrated below.

Process Diagrams

Process diagrams depict higher level processes (see Figure A-1). The vertical swim lanes are “pools” of activity for a single actor, who is identified at the top of the pool. All symbols within a swim lane illustrate the responsibilities for that actor. Decision points are depicted by a diamond shape. The primary icon in a process diagram—a square peach box—represents the processes. Each process box has a number in a red circle to identify it. The flow between processes is identified by blue lines and arrows to depict sequence of processes.

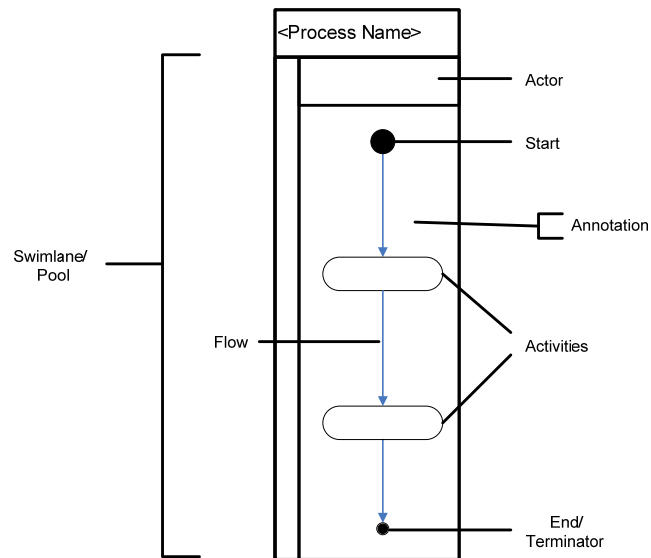
Figure A-1. Process Notation



Activity Diagrams

Activity diagrams depict lower level actions, actors, and sequence flow. The symbols used in the activity diagrams are depicted in Figure A-2. Again, the swim lanes are the long, vertical pools. Each pool represents a boundary for activities that are owned or accomplished by the actor, who is identified at the top of the swim lane.

Figure A-2. Activity Notation



The Start and End symbols are unique to these diagrams. The Start symbol defines the prerequisite or initial state as the flow begins. The End, or terminator, describes the end state, when all activities are completed. The blue connecting lines with arrows illustrate the flow of activities from the start of activities to their end.

Annotations are illustrated by the black bracket and line. Annotated text provides comments, assumptions, and constraints on the activities and process flow.

APPENDIX B. LETTER OF AUTHORIZATION

The following SPOT Letter of Authorization (LOA) serves as the approved, standard DoD format. The data in the shaded grey areas will not be printed on the LOA, but is still required to be input into SPOT in order to meet the requirement for a record of emergency data.

LETTER OF AUTHORIZATION			DATE OF REQUEST
			8/23/2007
REQUIRING ACTIVITY (e.g. Army Contracting Agency)	GOVT AGENCY POC Doe, John	GOVT AGENCY POC PHONE 123-456-7890	GOVT AGENCY POC EMAIL lskdjsdjf@tst.com
NAME (Last, First, Middle Initial) Jones, Stanley	SSN / FIN xxx-xx-1234	DATE OF BIRTH 6/1/1960	PLACE OF BIRTH
HOME ADDRESS		CITIZENSHIP United States	PASSPORT # / EXPIRATION 1234567890123 12/31/2010
		DEPLOYMENT PERIOD START Wednesday, August 01, 2007	DEPLOYMENT PERIOD END Monday, September 01, 2008
EMAIL sfjjsl@tst.com		THEATER EMAIL test.data@us.army.mil	
CLEARANCE LEVEL w/ AGENCY None	CLEARANCE DATE (MM/DD/YYYY) Monday, January 01, 0001	JOB TITLE Action Officer	SUPERVISOR / MANAGER <input checked="" type="checkbox"/> NON-SUPERVISOR / NON-MANAGER <input type="checkbox"/>
COMPANY (full name) XYZ Company	COMPANY POC Smith, Jane	COMPANY POC TELEPHONE 123-456-7890	COMPANY POC EMAIL skdljk@tst.com
CONTRACT NUMBER/ TASK ORDER XYZ1234/ABC7890	CONTRACT PERIOD START 12/12/2006	CONTRACT PERIOD END 12/12/2012	CONTRACT ISSUING AGENCY (e.g. DARPA)
NEXT OF KIN (NOK) NAME	NOK RELATIONSHIP	NOK TELEPHONE	NOK ALTERNATE TELEPHONE
IN-THEATER CONTACT		CONTACT'S PHONE 029938023984298	CONTACT'S EMAIL skdfllkjsdf@tst.com
COUNTRIES TO BE VISITED Belgium		GOVERNMENT FURNISHED SERVICES	
PURPOSE Test data		<input type="checkbox"/> APO/FPA <input checked="" type="checkbox"/> Billeting <input checked="" type="checkbox"/> Commissary <input checked="" type="checkbox"/> DFACS <input checked="" type="checkbox"/> Excess Baggage <input type="checkbox"/> Medical/Dental <input checked="" type="checkbox"/> Mil Clothing <input type="checkbox"/> Mil Issued Equip <input checked="" type="checkbox"/> MWR <input checked="" type="checkbox"/> Authorized Weapon <input checked="" type="checkbox"/> CAC/ID Card <input checked="" type="checkbox"/> Dependents Authorized <input type="checkbox"/> DoDI Essential <input checked="" type="checkbox"/> Fuel Authorized <input checked="" type="checkbox"/> Mil Banking <input checked="" type="checkbox"/> Mil Exchange <input type="checkbox"/> Milair <input checked="" type="checkbox"/> Transportation	
FUND CITE w/ BILLING ADDRESS Fund Cite Fund Address, fund City, 55848 United States			

The government organization specified above, in its mission support capacity under the contract, authorizes the individual employee identified herein, to proceed to the location(s) listed for the designated deployment period set forth above. Non-supervisory positions shall be rated GS-12 or equivalent. Supervisory / Managerial positions shall be rated as GS-13 or equivalent. Upon completion of the mission, the employee will return to the point of origin. Travel being performed is necessary and in the public's service. Travel is in accordance with FAR 31.205-36 and the maximum per diem allowable under the appropriate travel regulations (Joint Travel Regulation (for AK, HI and outlying areas of the United States and US possessions), Federal Travel Regulation for CONUS and US Territories, and Dept of State's Standardized Regulations for OCONUS Foreign Areas designated by DOS).

Emergency medical support will be determined by the appropriate supported commander. Contractor authorization aboard military aircraft will be determined by the supported commander. Necessary identification badges will be determined and provided by the supported command.

This Contractor is considered as "Key Personnel, Government Civilian" in connection with "Non-Combatant Evacuation Orders" at the civil service grade indicated above.

REMARKS

Contracting Officer

Signature Digital or pen and ink

Print Name Contracting Officer or designated representative

Email govadmin-org@tst.gov

Date Thursday, August 23, 2007

Phone 123-935-5196

APPENDIX C. ABBREVIATIONS

AFRICOM	Africa Command
AOR/JOA	area of responsibility or joint operations area
CC	contractor company
CCB	Configuration Control Board
CENTCOM	U.S. Central Command
COCOM	Combatant Command
CONUS	continental United States
CRC	contingency readiness center
DoD	Department of Defense
DRS	designated reception site
EUCOM	European Command
GA	government authority
GCC	geographic combatant command
GFS	government-furnished support
JAMMS	Joint Asset Movement Management System
JRC	joint reception centers
LOA	letter of authorization
NORTHCOM	Northern Command
OCIE	organizational clothing and individual equipment
PACOM	Pacific Command
RSOI	reception, staging, onward movement, and integration
SOUTHCOM	Southern Command
SPOT	Synchronized Predeployment and Operational Tracker
TRANSCOM	Transportation Command